



Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
 Government Center, Candahug, Palo, Leyte
ISO 9001:2015 CERTIFIED



January 6, 2020

REGIONAL MEMORANDUM

No. **014**, s. 2020

PAYMENT OF CLAIMS WITHOUT VALID ALLOTMENT

To: Schools Division Superintendents
 All Others Concerned

1. In view of deficiencies noted for Personal Services (PS) Allotment from various Schools Division Offices for CY 2019, this office hereby directs all Division Accountants, Budget Officers and Implementing Unit Bookkeepers/Accountants to refrain from paying personnel benefits or effecting adjustments of salaries prior to receipt of appropriate allotment effective immediately.
2. Further, the Schools Division Superintendents are strictly advised to regularly monitor the allotment balances of their respective offices, coordinate with the Budget Section, this Office, and conduct a regular reconciliation with the Department of Budget and Management-Regional Office to avoid incurrence of deficiencies.
3. Lastly, deficiencies incurred toward the end of CY 2020 and the years thereafter shall be treated as a personal liability of the person/personnel primarily responsible in handling the appropriate record.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.


RAMIR B. UYTICO, Ed.D., CESO IV
 Director IV *a*

Enclosures: none

References: none

To be indicated in the Perpetual Index under the following subjects:

ALLOTMENT

DEFICIENCY

LIABILITY



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